

Appendix A Proposed Budget  
NYS Tourism COVID-19 Grant Relief Program – Third Party System Administrator

Description	Estimated Costs
Proposed Administrative Budget	\$ -
Proposed Eligible Small Business Grants Budget	\$ -
<b>Total Proposed Budget</b>	<b>\$ -</b>

## NYS Tourism COVID-19 Grant Relief Program – Third Party System Administrator

**GUIDANCE**

*Applicants must provide extensive line-item detail on all aspects of Program administrative costs required. Administrative costs must be essential to the effective implementation and performance outcomes of the program. Expenses may not include items like staff bonuses, office space, new equipment and fixtures, etc.*

*The State is seeking competitive proposals with platform efficiencies to reduce the cost and maximize grants awarded to eligible small businesses. All costs must be justified in detail*

*Awarded intermediary may be subject to a full audit.*

*Additional lines may be inserted above as needed.*

*Payments will be tied to the number of processed applications and will be further discussed during Contract Negotiations.*